



# Hope Funds for Cancer Research

## AWARD STATEMENT

### I. Fellowship Award

A. Please call the Hope Funds for Cancer Research at 401-847-3286 or e-mail, grants@hope-funds.org as soon as possible to accept or decline the award and confirm the start date.

B. The sponsoring investigator, institutional representative and fellowship recipient must sign the attached award acceptance form and return it to the Hope Funds within ten (10) working days following notification.

C. The fellowship recipient must include a brief paragraph describing in layman's terms how the project is relevant to difficult-to-treat cancers and to how it is innovative and challenges existing paradigms. (Also e-mail a copy to grants@hope-funds.org) Send two digital color photographs (jpg at 300 dpi) of the recipient in a laboratory setting, which may be used for fundraising purposes to publicize the Hope Funds' outstanding postdoctoral cancer research program. If you would like to have a media release announcing the award sent to your local and/or hometown newspaper, please include the name, address, fax number and e-mail address of the newspaper.

D. The fellowship stipend may be used solely for the salary support of the Fellow and may include his health insurance. In addition a sum of \$1,500 is awarded each year to the Fellow and can be used by the Fellow for his/her educational and scientific expenses. The Fellow determines how he/she would like to spend the money with approval from his/her mentor. Institutions may not automatically deduct any fees from this allowance without the Hope Funds for Cancer Research's approval. If you have any questions on how the money may be spent, please contact the Hope Funds. The Hope Funds does not withhold any amount from the fellowship stipend or the additional expense award for income tax purposes. The award of the fellowship stipend does not in any way create an employer-employee relationship between the Hope Funds and the recipient.

E. Supplementation of stipends is permitted from either the host institution or sponsor's grants, but not by any other fellowship awards or grants. The total stipend should not exceed the level of support for other professionals at the same level of training in that institution.

Fellows are permitted to obtain additional awards or grants to **cover research expenses only**. Fellows are not generally permitted to hold any other named award or grant that supplements their stipend. Fellows are required to seek prior written approval from the Hope Funds before applying for any other award or grant.

Activation of a fellowship award is as follows:

Application <u>Due By:</u>	Notification <u>Date:</u>	Award Begins <u>the 1st Day of</u>
January 31, 2011	April 30, 2011	As early as July 2011 and by July 2012

*The Hope Funds for Cancer Research will consider requests to revise the activation date of a fellowship within the timetable above. Contact the Hope Funds well in advance of the proposed start date to receive approval. All awards are activated on the first of the month.*

## II. Progress Reports

A. Scientific: Second-year funding of awards is contingent upon satisfactory review of the annual progress reports. All reports are kept strictly confidential. The goal of the reports is two-fold. First, the reports serve as an auditing tool to monitor research progress and assure that the Fellow's research is on target with the funded project. Second, the reports allow the Hope Funds to identify common topics of interest among the Fellows as well as keep track of who is attending what conferences so that networking opportunities may be arranged to foster social interactions.

At the end of months 3, 6, 9, 15, 18 and 21 of funding, Fellows must submit an informal progress report, via email, that includes:

1. A summary of research performed during the 3-month period.
2. A bibliography of publications, or submissions, during the period.
3. Intellectual property disclosures filed with the institution's technology transfer office, if any patents have been filed or granted.

At the end of the 11th month of funding, Fellows must submit a detailed progress report, not to exceed five pages, single spaced in a 12 point font, that includes:

1. A summary of research performed during the award year and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award year are clearly articulated. Figures and reference may be included if appropriate (as additional pages). The report must be signed by both the Fellow and Sponsor.
2. A brief, lay abstract of research performed during the award year, including how the research is innovative and relevant to difficult-to-treat cancers. The lay summary should not exceed 300 words.
3. A bibliography of submitted or published papers from the award year (submit pdf copies of papers).
4. A list of conferences and seminars attended and presentations given during the award year.
5. A brief summary, from the Sponsor, assessing the Fellow's scientific progress and professional development.
6. A completed grantee intellectual property disclosure form.

Prior to the completion of the fellowship, Fellows must submit:

1. A summary of research performed during the period of the Fellowship and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award period are clearly articulated. Figures and reference may be included if appropriate. The report must be signed by both the Fellow and Sponsor.
2. Two abstracts (one lay and one scientific) of their accomplishments over the term of the award.
3. A bibliography of all publications resulting from the research (submit pdf copies of publications).
4. A list of conferences and seminars attended and presentations given during the award year.
5. A statement indicating how the Hope Funds for Cancer Research award made a difference to the Fellow.
6. A statement of future plans.
7. An up-to-date curriculum vitae.
8. A brief summary, from the Sponsor, assessing the Fellow's scientific progress and professional development.
9. A completed intellectual property disclosure form.

B. Financial: The institution's financial officer must maintain a separate account including receipts for each fellowship, and this account must be available for audit by representatives of the Hope Funds. Financial reports (Annual Financial Report) and reports of expenditures (Expenditure Report) on forms provided by the Hope Funds must be submitted within 30 days of the end of each award year. Any unexpended expense allowance may be carried over to the next award year, but any unexpended stipend must be returned to the Hope Funds at the end of each fellowship year. Upon termination or expiration of the fellowship, a final report of expenditures, with the refund of any unexpended balance, must also be submitted within 30 days.

Please utilize the expenditure report form provided by the Hope Funds for Cancer Research. The form can be requested electronically at [accounting@hope-funds.org](mailto:accounting@hope-funds.org).

### III. Invention Policy and Procedure

The Hope Funds for Cancer Research ("Hope Funds") encourages the rapid development and commercialization of innovative new biomedical technologies for the public benefit. In furtherance of Hope Funds' mission of supporting innovative cancer research, Hope Funds requires that Net Income derived from Intellectual Property be shared with Hope Funds in accordance with this policy. "Intellectual Property" is defined as any invention, discovery, improvement, work of authorship (excluding books or chapters of books) or other work product resulting from the performance of any research funded, in whole or in part, by Hope Funds.

Unless otherwise agreed, title to Intellectual Property shall reside with the Grantee Institution pursuant to the Grantee Institution's intellectual property ownership and licensing policies. Hope Funds' share of Net Income from Intellectual Property shall be based on the proportionate level of direct costs provided by Hope Funds, the Grantee Institution and other funders, if any, to the research that resulted in the Intellectual Property. Hope Funds' share shall begin when Net Income from the Intellectual Property exceeds \$250,000. "Net Income" is defined as gross income or other consideration resulting from the licensing, assignment or other commercialization of the Intellectual Property, less out-of-pocket expenses actually incurred by the Grantee Institution in protecting and marketing the Intellectual Property.

Upon the expiration of a Hope Funds award, the Grantee Institution shall, or shall cause the Fellow and, where applicable, the Sponsor, to complete Hope Funds' standard Intellectual Property Disclosure Form to indicate whether any Intellectual Property was discovered in the performance of the research supported by Hope Funds for Cancer Research. If Intellectual Property was so discovered, the Grantee Institution shall thereafter complete Hope Funds' standard Intellectual Property Annual Update form to indicate the status of any patents and copyrights and applications therefore, licensing, assignment or other commercialization of the Intellectual Property, and Net Income (and related amounts owed to Hope Funds) during the prior year. All information of a confidential nature disclosed to the Hope Funds will be marked as confidential and will be held in strict confidence. This information will not be disclosed to any third party without the prior written consent of the Grantee Institution. The Grantee Institution agrees to use diligent efforts in obtaining patent and/or copyright protection, as applicable, and in commercializing the Intellectual Property. Hope Funds and the Grantee Institution will enter into a revenue sharing agreement in substantially the form of Hope Funds' standard form of revenue sharing agreement ("Revenue Sharing Agreement"), in a timely fashion prior to generation of Net Income from any Intellectual Property.

During the term of the Hope Funds Fellowship, the Grantee Institution shall complete Hope Funds' standard Technology Transfer Office Intellectual Property Disclosure Form to indicate whether any Intellectual Property was discovered, filed, licensed or abandoned in the performance of the relevant Hope Funds-funded research.

#### IV. Publications

Publications (including abstracts of presentations at scientific or clinical meetings) resulting from projects supported by the Hope Funds must carry the following acknowledgment: "Xiaoxing Wang is a Hope Funds for Cancer Research Fellow supported by the Hope Funds for Cancer Research (HF CR-09-03-01)". Awardees are also encouraged to identify themselves as Hope Funds for Cancer Research Fellows when presenting their work at professional conferences.

#### V. Publicity

Publicity is to the advantage of both the Hope Funds for Cancer Research Fellow's institution and the Hope Funds for Cancer Research. A media release announcing your award will be sent to your institution. The Hope Funds is prepared to assist in any publicity related to the award. If you have any questions, please contact the Hope Funds.

#### VI. Tax Status of Fellowships

Hope Funds for Cancer Research, a tax-exempt, non-profit corporation, was founded for, and continues to retain as its sole purpose, the advancement of innovative cancer research. No other benefit to, or service for, the Hope Funds is expected or sought in return for fellowship support. Any questions relating to the tax status of the fellowship should be discussed by the Fellow with their personal tax advisor.

#### VII. Scientific Presentation

If the Hope Funds for Cancer Research hosts an opportunity for Fellows to give an oral presentation of their work, the travel expenses will be paid separately from the Hope Funds fellowship funding provided by the Hope Funds.

#### VIII. Other projects

Hope Funds for Cancer Research awards are intended for full-time research. The candidates must devote their principal time and effort (at least 80 percent) to Hope Funds-supported research activities. Activities constituting the remaining 20 percent of time and effort should be disclosed annual report. Hope Funds Fellows are not permitted to pursue additional degrees during the course of their fellowship.

#### IX. Termination

Upon premature termination of a fellowship, the Hope Funds must be notified immediately. A final report of expenditures (using the form provided) must be submitted within thirty (30) days, along with the refund of any unexpended balance. A final progress report must be submitted at this time including a statement as to whether or not a invention disclosure and/or a patent application has been filed. (See II.A & B)

#### X. Transfer

Transfers must be approved by the Hope Funds' Board. If the Fellow is moving with his/her Sponsor to another institution, letters from both the Sponsor and Fellow must be submitted to the Hope Funds three months before the transfer takes place. If the Fellow is moving to a different Sponsor's laboratory, the Fellow is required to submit: a full description of the proposed project--5 pages, single-spaced, 12-point type (go to [www.hope-funds.org](http://www.hope-funds.org) for details); an application cover sheet with appropriate signatures; a letter explaining the reasons for the transfer; a letter from the proposed Sponsor with a copy of his/her curriculum vitae and a reference from the Fellow's original Sponsor. The transfer request will be reviewed by Hope Funds' Board at its next meeting to determine continuation of funding.

XI. Updating Information

To maintain an up-to-date registry of former Hope Funds for Cancer Research Fellows we ask that you notify the Hope Funds immediately when you accept another position. Please supply your professional title, address, contact numbers and e-mail address.

XII. Visa Status

It is the responsibility of the host institution to make every effort to ensure that awardees comply with federal immigration policy.

Should the Fellow and/or Sponsor wish to discontinue the project, leave the designated institution, take a leave of absence for any reason or modify any aspect of the award, he or she must seek approval from the Hope Funds for Cancer Research in advance. Failure to comply with this requirement may jeopardize any future awards to the institution and/or Sponsor by the Hope Funds.